



Town Accountant

Job Description

Overview:

The Town Accountant is an appointed position of the Town Administrator, subject to the approval of the Board of Selectmen. Duties and responsibilities are defined by Massachusetts General Laws, in accordance with the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and the Uniform Massachusetts Accounting System (UMAS) of the Massachusetts Department of Revenue. The employee performs administrative and supervisory duties, as well as technical accounting, financial, and computerized functions in maintaining and auditing the municipal accounting system and administers internal and external financial reporting requirements; performs similar or related work as required or as a situation dictates. Works under the general direction of the Finance Director.

Essential Functions and Responsibilities:

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement(s) of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

- Responsible for Free Cash Certification, including preparation of Y/E Balance Sheets along with DOR submission of required schedules through Gateway software.
- Responsible for Y/E journal entries and closing entries in preparation of free cash certification.
- Responsible for submitting Schedule A report in Massachusetts DOR Gateway software.
- Prepare reports, using excel for revenue, expenditures and balances of various funds.
- Analyze and reconcile activity in general ledger accounts on quarterly and yearly basis.
- Provide outside auditors with necessary information to perform annual audit.
- Maintain comprehensive financial control of general ledger, budget ledger and all town funds.
- Thorough knowledge of UMAS, GAAP, and GASB regulations.
- Provide timely and accurate financial information to Town Administrator, Director of Finance, as well as other committees and departments.
- Verify that funds exist to cover expenditures in appropriate fiscal year.
- Oversee Accounts Payable procedures and processing ensuring that payments are not fraudulent, unlawful or excessive according to Mass General Laws.
- When necessary, complete accounts payable weekly process including review and input of A/P information into accounting software producing checks and warrants.
- Review weekly vendor and payroll warrants and sample test weekly payroll warrants for proper rate and approval.
- Review weekly Treasurer's and Collector's receipts reviewing amounts and account numbers before posting to ledger.

- Prepare month end journal entries and notify departments to review their appropriate budgets and special accounts for reconciliation purposes.
- Maintain spreadsheets for various projects containing contracts to track spending.
- Oversee internal audit of Treasurer's receipts to verify amount received in Treasurer's department is proper as to amount and account recorded in general ledger.
- Supervision of accounting department staff.
- Ex officio member of the Fairhaven Retirement Board.
- Responsible for improving the efficiency in the accounting department including the integration of accounting software with various town departments.
- Assist the Town Administrator with the preparation of the operating and capital budget.
- Ability to maintain effective working relationships with employees, board members, town officials and general public.
- Perform periodic internal audits on various departments in the town.
- Provide financial data as requested for investment bankers and bond rating services.
- Assist in the preparation of the Tax Recap.
- Responsible for the calculation of indirect costs for Enterprise Funds and Ambulance Fund.
- Prepare and submit yearly Annual Providers Information Report (APIF) via internet.
- Submit Accounting Reports for Annual Town Report.
- Review and certify End of Year School Report submitted to Department of Education.
- Responsible for issuing Year End 1099's to individuals and appropriate federal and state agencies.
- Responsible for submitting quarterly Multiple Worksite Report to state via Mass state website.
- Assist in budget process, including review of Annual Town Meeting warrants and motions.

Salary Range:

\$65,000 to 85,000 – Salary dependent upon qualifications. For the purposes of classification under the Fair Labor Standards Act (FLSA), this position is exempt.

Job Environment:

The Town Accountant makes frequent contact with co-workers, all Town departments, State and Federal officials and agencies, vendors and/or individuals, such as peers from other organizations, and contracted service providers; makes occasional contact with the general public. Could be required to work beyond normal business hours to attend board/committee meetings.